

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



June 19, 2007

ALL COUNTY INFORMATION NO. I-33-07

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS  
ALL FOOD STAMP PROGRAM COORDINATORS

SUBJECT: ANNUAL FOOD STAMP PROGRAM (FSP) SURVEY OF  
OPERATIONS AND ACCESS

REFERENCE: MANUAL SECTIONS 63-104.21(h), AND 63-205.1, ALL COUNTY  
LETTER (ACL) 94-11

The purpose of this letter is to request that all County Welfare Departments (CWDs) complete the Annual Survey of Operations and Access for the Food Stamp Program (FSP). State regulations require that an annual survey and review of hours of operation for the FSP offices be completed to ensure that the needs of recipients are adequately met.

**BACKGROUND**

State regulations require that all CWDs provide an annual report on their activities associated with the administration of FSP benefits in accordance with Manual of Policies and Procedures (MPP) Sections 63-104.21 (h) and 63-205.1. The FSP survey information is collected in the two primary areas – Access and Awareness activities and certification activities based on county operations. It also contains information regarding face-to-face interview waivers and extended office hours.

The information provided on the survey is useful to the California Department of Social Services (CDSS) in determining statewide program needs. It also allows CDSS to respond to information requests regarding the administration of the FSP and to aid in the analysis of legislative proposals and regulatory changes regarding the administration of the FSP in California.

The survey is divided into two parts: A) Access and Awareness, and B) Certification. Please be aware that these parts cover different time periods and information to be

reported accordingly. Part A reflects activities conducted in State Fiscal Year (SFY) 2006/2007, and Part B covers operations as of June 30, 2007, as well as SFY 2006/2007.

These time periods are also defined within the survey.

## **SUMMARY OF SURVEY CHANGES**

The primary changes in this year's survey from last year's survey are as follows:

### **Part A – Access and Awareness**

- Item 1 has three additional line sites, Child Care Facilities, H&R Block and Libraries, have been added. H & R Block was also added to items 11, 12a, and 13a.
- Item 1 has been expanded to add Column B to address application assistance on sites selected in Column A.

### **Part B – Certification: Certification Sites**

- Item 18 has been expanded to include actual extended office hours offered at each certification site.
- Items 18a and 20 were revised to be consistent with Item 18.

## **SURVEY COMPLETION**

The survey is an Excel file and may be accessed online from the CDSS website at:

[http://www.cdss.ca.gov/dssdb/Surveys\\_1429.htm](http://www.cdss.ca.gov/dssdb/Surveys_1429.htm).

**(Please note that there is an underscore between “Surveys” and “1429”— i.e., Surveys\_1429).**

Information regarding how to download the survey is available on this website. After downloading the survey, information for completing and submitting the survey can be accessed by opening the survey file and clicking on the various “buttons” located at the top and left sides of the file. Once the survey has been completed, it is to be submitted electronically. If you have any technical questions related to the electronic completion and submission of the survey, please contact Kevin Andagan, Data Systems and Survey Design Bureau, at (916) 657-4354.

Completion of the survey electronically will save time, improve accuracy through the use of validation features, and facilitate data compilation. Counties that are unable to submit the survey electronically may contact Rosie Avena at (916) 654-1514 for a hard

copy. If you are filling out a hard copy, please mail the completed survey to:

California Department of Social Services  
Food Stamp Policy Bureau  
744 P Street, M.S. 16-32  
Sacramento, CA 95814  
Attention: Rosie Avena

**Please return a completed survey no later than August 15, 2007.**

The summary of the survey for last year, SFY 2005/2006, is available online at: <http://www.dss.cahwnet.gov/foodstamps/res/pdf/FSPSurvey.pdf>. If you need assistance completing this year's survey or if you have any questions regarding this notice, please contact Rosie Avena, Food Stamp Policy Implementation Unit at (916) 654-1514.

Sincerely,

***Original Document Signed By:***

RICHTON YEE, Chief  
Food Stamp Branch